



City of ANAPOLIS

**Office of the Mayor**  
160 Duke of Gloucester Street  
Annapolis, Maryland 21401

**FOR CITY USE ONLY**

EVENT DATE \_\_\_\_\_

DATE SUBMITTED \_\_\_\_\_

APPROVED/DISAPPROVED \_\_\_\_\_

**Special Events Application for Private Use of Public Space**

A "SEAPUPS" Permit is required in order to consider whether the activities proposed are in conformance with applicable laws and regulations and to ensure activities are not detrimental to the public health, safety, and welfare.

**NOTE:** A pre-application meeting with the Special Event Coordinator, Karen Engelke, is highly recommended. See detailed instructions and submittal requirements following.

*specevent@annapolis.gov C Phone 410-263-7940, ext 5 C Fax 410-263-7468 C TDD 410-263-7943 C www.annapolis.gov*

Event Title \_\_\_\_\_

Event Status      Open to Public      Admission Fee charged      Not Open to Public      Registration Fees

Contact Person \_\_\_\_\_ Email \_\_\_\_\_

Phone #s \_\_\_\_\_ During Event \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_

Status:      Annapolis Residential or Community Group

Governmental Agency

Not for Profit ÷ Attach copy of IRS Letter of Determination

For Profit ÷ Enter Federal Tax ID: \_\_\_\_\_

Private Citizen

Organization Address \_\_\_\_\_

Address of Permitted Premises \_\_\_\_\_

Is this in the Historic District?      Yes      No      In Ward # \_\_\_\_\_

Location and route of event (Attach map):

Describe event activities, entertainment & participants, including VIPs. Attach extra pages if needed:

Purpose of Event      First Amendment Rally      Festival      Commemoration / Memorial  
Block Party      Fund Raiser      Recreational Activity  
Parade      Education      Private Function / Ceremonial  
Other, specify: \_\_\_\_\_

Event Date(s) \_\_\_\_\_ Rain Date(s) \_\_\_\_\_

Times Open to Public \_\_\_\_\_

Times access to site are needed for: Set Up \_\_\_\_\_ Break Down \_\_\_\_\_

Approximate # of performers, participants \_\_\_\_\_ Estimated Audience \_\_\_\_\_

Approximate # of event staff \_\_\_\_\_ Estimated economic impact for City \_\_\_\_\_

If YES to any questions below, please describe in detail. (The City requires additional permits for consumption or selling of alcohol, vending or peddling and various components of event preparation and presentation. Contact specified departments for permit application.)

1. Are you selling or serving?  

Food ÷
Dry Goods ÷
Beverages:
Non-Alcoholic
Alcoholic ÷

÷ The Alcohol Board meets 3 p.m. on the first Wednesday monthly. Applications to the City Clerk (410-263-7942) are due 30 days prior to the meeting. Sale of food, alcohol or dry goods requires licenses and permits.
2. Docking or Mooring needed? ÷ Harbormaster, 410-263-7973
3. Electrical power needed? ÷ DNEP , 410-263-7946. Amplified music? ÷ City Clerk, 410-263-7942
4. Water service needed? ÷ Public Works Utilities, Water Distribution, 410-263-7970
5. Temporary structures erected? ÷ Fire Marshal, 410-263-7975
6. Will you be cooking? ÷ Fire Marshal, 410-263-7975 and County Health Inspector, 410-222-7739. Submit detailed description and site plan.
7. Fireworks? ÷ Fire Marshal, 410-263-7975. Over water use involves the Coast Guard, 410-267-8107; application required 120 days prior to event.
8. Street or walkway closing? ÷ Public Works, 410-263-7949 and Police Department, 410-268-9000. Attach a map.
9. Parking plan? ÷ Police Department, 410-268-9000
10. Security and event management plan? \_\_\_\_\_
11. Toilet facilities plan? \_\_\_\_\_
12. Need for ancillary bus or shuttle service? ÷ Transportation at 410-263-7964
13. Trash & cleanup, including sign removal? ÷ Supply responsible party's name, contact and phone numbers.
14. \_\_\_\_\_  
 Notification of impact zone occupants? ÷ Provide a copy of the flyer you will distribute.

*Annapolis City Code and Charter*, Section 11.12.050 Chapter 11.12 (1996 Edition); "Public Peace and Order;" subtitled "Parades and assemblies - Permit Required." Pursuant to City Code Section 6.04.210, "Finance and Taxation Generally", the Applicant of a parade/assembly permit will be responsible and billed for any and all costs the City incurs as a result of the approved event. The City will provide an estimate of expected costs associated with the event.

Use of City property for special events may be subject to review by the City Council, which may require a lease agreement. The applicant organization or individual furthermore agrees to indemnify and hold harmless the City and its agents against any and all losses, injuries or damages to any person or thing that shall arise from the applicant's use of and City property and/or personnel.

**I have read and understand all the terms and conditions of this application. I am authorized by the applicant organization to sign on its behalf. My signature represents my acceptance of these terms and conditions.**

This application, with required attachments, must be submitted at least 30 days prior to the proposed event. Include a \$25.00 non-refundable application fee payable by credit card or check made out to **City of Annapolis**. Include 8 copies of all required attachments.

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 Signature of Event Authorization

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 Date

Event Application Status:                      Approved                      Disapproved

Approved with the following modifications:

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 Signature of Event Coordinator, On behalf of the Mayor

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 Date

cc: Ward Alderman, City Website